



**Manchester Preschool Center  
Manchester Head Start  
60 Washington Street  
Manchester, Ct. 06042**



**Tel:** 860- 647- 3502  
**Fax:** 860- 647-5046

## ITEMS TO BRING FOR HEAD START REGISTRATION

**Birth Certificate (long form only)**

☐ **Physical Form**

**Proof of income, any of these items:**

- a. (2) Pay stubs if get paid bi-weekly
- b. (4) Pay stubs if you get paid weekly
- c. 1040 Tax return from or W-2 Tax return
- d. If you are a foster parent or receive SSI, we need a copy of your monthly statement
- e. If you are receiving TANF, we need a budget sheet
- f. Child Support documentation

**Proof of Residency Chart: Families must provide at least one document from column 1, column 2 and column 3 with their name(s) on it.**

Column 1	Column 2	Column 3	Column 4 Supplemental proof when residency is in question, lack of information or unclear)
<input type="checkbox"/> Deed to home  <input type="checkbox"/> Escrow papers or signed mortgage commitment  <input type="checkbox"/> Valid mortgage statement  <input type="checkbox"/> Rent receipt for latest month with landlord's name, address and telephone number  <input type="checkbox"/> Dated rental/lease agreement showing student(s) and parent(s) name with landlords contact information	<input type="checkbox"/> Most recent landline phone  <input type="checkbox"/> Most recent gas or electric bill/statement  <input type="checkbox"/> Most recent water or sewage bill  <input type="checkbox"/> Deposit receipt from gas, electric or landline phone service start-up.  <input type="checkbox"/> Letter from state/government agency such as HUD, DCF etc. verifying address. Letter must include the agency's contact information for verification.  <input type="checkbox"/> Most recent heating oil delivery or receipt with resident's name and address.	<input type="checkbox"/> Active bank statement or bank account check with name and address imprinted <input type="checkbox"/> valid car registration or car insurance card with Manchester address  <input type="checkbox"/> major moving company receipt for moving household goods  <input type="checkbox"/> Receipt for local firm showing delivery of newly purchased appliance or furniture  <input type="checkbox"/> Most current pay stub verifying address <input type="checkbox"/> Most recent cable/digital television bill * Note: shut off notices or expired information will not be accepted.	<input type="checkbox"/> School Request for Residency Confirmation Form (submitted by school personal to District Residency Office for review, approval and/or home visit)  <input type="checkbox"/> Parent/guardian(s) that cannot provide the required residency information should contact the District Residency Office to set up an appointment.  *Note: supplement information or proof may be request by District Residency Office at anytime is residency is unclear.